

To All,

In response to questions concerning this new requirement to complete the Application for Dependency Determination I have listed below the following FAQs:

Do we have to comply with this requirement?

Yes! Every SOFA sponsored employee (Korea, Japan etc.) by Central Texas College **must have** proper accurate documentation on file that proves their dependent(s) are entitled to SOFA status but complying to this request is different for Retired Military (see below).

Do we have to complete this form if our spouse is not an American citizen?

Yes! The Dependency Determination Application must be completed by anyone who has dependents listed on their USFK Form 175-R-E *except* Retired Military.

Do we have to complete Part III and have it Notarized?

No, unless your dependent(s) are one of the asterisks (***) categories' (Child-Ward; Child-Temporary Custody; Sponsor's Mother; Sponsor's Father; Sponsor's Mother-In-Law; Sponsor's Father-In-Law).

When do Retired Military have to obtain a DD Form 1172 and does it have to list my dependents?

The DD Form 1172 lists the SOFA sponsor and all their dependents and must be obtained from the SOFA ID card section 60 days prior to SOFA renewals. If you are Retired Military you need to obtain DD1172 from the SOFA ID card section sometime in June or July (within 60 days) before SOFA renewals. I'll send out a reminder in May.

I have no dependents what do I have to do?

Nothing! This requirement is for only those that have dependents listed on their USFK Form 175-R-E.

Do we have to complete the Dependency Determination Application or obtain a DD Form 1172 each year?

The Dependency Determination Application *must be completed each time a **change*** (i.e. divorce; new **additions** (baby son or daughter, mother-in-law are living with you etc.) or **subtraction** (son/daughter get married or leave home, mother-in-law passes away or leaves etc.) *in your dependents that were listed on your USFK Form 175-R-E occurs.*

Retired Military **must** obtain a DD Form 1172 from the SOFA ID card section *each time a **change** in their dependents that were listed on your USFK Form 175-R-E occurs* (within 60 days) before SOFA renewals.

Do "new hires" have to complete the Dependency Determination Application or obtain a DD Form 1172?

Yes! This requirement applies to all "new hires" that have dependents and want SOFA status. New hires that are Retired Military with dependents must obtain a DD Form 1172 from the SOFA ID card section prior to processing their SOFA application.